



# STATE OF COLORADO

## Department of Agriculture

<b>ORDER</b>				<b>*****IMPORTANT*****</b>			
<b>Number:</b>	POGG1,BMAA,202600003259			The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.			
<b>Date:</b>	3/6/26			<b>BILL TO</b>			
<b>Description:</b>	CITY OF FORT COLLINS_2026 AWDP INTERNSHIP			ACCOUNTS PAYABLE AGRICULTURE 305 Interlocken Parkway Broomfield, CO 80021			
<b>Effective Date:</b>	03/09/26			<b>SHIP TO</b>			
<b>Expiration Date:</b>	12/31/26			MARKETS DIVISION 305 Interlocken Parkway Broomfield, CO 80021			
<b>BUYER</b>				<b>SHIPPING INSTRUCTIONS</b>			
<b>Buyer:</b>				<b>Delivery/Install Date:</b>			
<b>Email:</b>				<b>FOB:</b> FOB Dest, Freight Prepaid			
<b>VENDOR</b>							
CITY OF FORT COLLINS Police Services PO BOX 580 FORT COLLINS, CO 80522-0580							
<b>Contact:</b>	Hannah Krikorian						
<b>Phone:</b>	(970) 416-2482						
<b>VENDOR INSTRUCTIONS</b>							
<b>EXTENDED DESCRIPTION</b>							
OnBase Request ID: 59334445 Pursuant to Colorado Code of Regulations 101-1, Chapter 3-1.6.5 you are hereby notified that any and all provision(s) applied to this Small Dollar Grant Award that conflicts with Colorado law C.R.S. 24-106-109 are null and void.  This Small Dollar Grant Award is subject to the State of Colorado Small Dollar Grant Award (SDGA) Terms and Conditions which can be found at <a href="https://osc.colorado.gov/spco/central-contracts-unit/purchase-order-terms-conditions">https://osc.colorado.gov/spco/central-contracts-unit/purchase-order-terms-conditions</a> . By accepting this Small Dollar Grant Award, you agree to be bound by and accept the State of Colorado Small Dollar Grant Award Terms and Conditions unless there is a separate agreement with the State which governs.							
<b>Line Item</b>	<b>Commodity/Item Code</b>	<b>UOM</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>MSDS Req.</b>	
1	G1000		0	0.00	\$5,000.00	<input type="checkbox"/>	
Description: Grant Commodity							
Service From: 03/09/26				Service To: 12/31/26			



**STATE OF COLORADO**  
Department of Agriculture

**TERMS AND CONDITIONS**

<https://www.colorado.gov/osc/purchase-order-terms-conditions>

**DOCUMENT TOTAL = \$5,000.00**

## EXHIBIT A, STATEMENT OF WORK

### Agricultural Workforce Development Program

The Grantee shall complete the Work as described in accordance with the provisions of this Statement of Work (SOW). The State shall have no liability to compensate the Grantee for the delivery of any goods or the performance of any services that are not specifically set forth in this SOW.

#### 1. GRANTEE:

Legal Name/dba: City of Fort Collins

Nonprofit or  For-Profit entity<sup>1</sup>

Contact Name: Hannah Krikorian

Contact Phone: (970) 416-2482

Contact Email Address: [hkrikorian@fcgov.com](mailto:hkrikorian@fcgov.com)

#### 2. CDA CONTACT:

Contact Name: Samuel Hahn

Contact Phone: 720-774-0641

Contact Email Address: [sam.hahn@state.co.us](mailto:sam.hahn@state.co.us)

The Grantee shall carbon copy (CC) [cda\\_awd@state.co.us](mailto:cda_awd@state.co.us) on all email communications related to this SOW.

#### 3. DEFINITIONS:

The following terms shall be construed and interpreted as follows:

- A. “AWDP” means the Agricultural Workforce Development Program.
- B. “Business Day” means any day in which the State is open and conducting business, but shall not include Saturday, Sunday or any day on which the State observes one of the holidays listed in §24-11-101(1), C.R.S.
- C. “CDA” means the Colorado Department of Agriculture. “State” and “CDA” are used interchangeably.
- D. “Internship Period” means the timeframe starting no earlier than the Effective Date of the grant agreement and ending no later than the Expiration Date of the grant agreement. The internship period may start no earlier than January 1, 2026 and end no later than December 31, 2026.
- E. “Encumbrance Document” means the commitment voucher issued by the State to formalize the purchase. This may be referred to as the specific type of encumbrance

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<sup>1</sup> For-Profit entities are eligible to receive a reimbursement of taxes. Nonprofit entities are not allowed to seek reimbursement of taxes.

document such as PO, POGG1, CT, CTGG1 or GAE. This term and these acronyms may be used interchangeably.

- F. “Quarter” means the three month period as follows: Q1: January - March, Q2: April - June, Q3: July - September, Q4: October - December.
- G. “State” means the Colorado Department of Agriculture. “State” and “CDA” are used interchangeably.

Any other term used in this Statement of Work that is defined in an Exhibit shall be construed and interpreted as defined in that Exhibit.

#### **4. BACKGROUND:**

- A. The Agricultural Workforce Development Program (AWDP) was created in 2018 with the passage of Senate Bill 18-042. The intent of the program is to build a talent pipeline and career pathway to align education, training, and work-based learning. The program funds internships that include an education focus preparing interns for a career in one or more occupational areas including, but not limited to, agribusiness, animal husbandry, crop production, farm management, agronomy, natural resources, forestry, research and development, marketing and sales, food safety, and/or maintenance and repair of machinery and equipment.
- B. CDA awarded 2026 AWDP grants in the 2025 calendar year. The entire grant period is the calendar year 2026.

#### **5. PROJECT DESCRIPTION:**

- A. Intern Job Title: General Horticulture Intern Internship
- B. Description: The Intern shall work with each member of The Horticulture Team, exposing them to all areas of public horticulture including plant production, food production, curation, ornamental horticulture, community education and more.

#### **6. KEY PERSONNEL LIST:**

- A. The State relied, in part, in the awarding of this grant upon the qualifications of the Grantee’s Key Personnel.
- B. The State considers the following positions to be Key Personnel:
  - i. Point of Contact: Hannah Krikorian
  - ii. Intern Supervisor: Dillon Hancock
- C. Replacement:

The Grantee shall immediately notify the State if any Key Personnel cease to serve. Provided there is a good-faith reason for the change, if the Grantee wishes to replace its Key Personnel, it shall notify the State in writing and seek its approval in advance. Email shall suffice as written communication. Such approval is at the State's sole discretion, as the State issued this encumbrance in part reliance on the Grantee's representations regarding Key Personnel. Such notice shall specify why the change is necessary, who the proposed replacement is, what their qualifications are, and when the change would take effect. Anytime Key Personnel cease to serve, the State, in its sole discretion, may direct

the Grantee to suspend Work until such time as their replacements are approved.

**7. PERFORMANCE ACTIVITIES, STANDARDS AND REQUIREMENTS:**

- A. Any dates and deadlines except the Effective Date of the SOW and encumbrance may be adjusted by mutual written agreement of the Grantee and the State. Exclusively for the purposes of modifying deadlines in this SOW, email shall suffice as sufficient written documentation. Extending the SOW or encumbrance requires a

formal modification to the State's encumbrance document.

- B. The Grantee shall expend all awarded funds to partially cover the actual costs to employ an eligible intern no later than the end of the internship period.
- C. The Grantee certifies that it:
  - i. Has business operations of an agricultural nature; and
  - ii. Has a physical operation in the State which would be considered the intern's place of work.
- D. The Grantee shall utilize awarded funds to support the specific circumstances identified in the Grantee's grant application. The Grantee must:
  - i. Adhere to all provisions of any applicable labor and/or occupational safety laws and regulations, unless otherwise exempted. In such instances when both federal and state laws apply, the more stringent standard must be observed.
  - ii. Be compliant with all federal, state, and local laws.
  - iii. Submit all necessary paperwork, including:
    - a. A current W-9 dated within one year;
    - b. Proof of at least \$1 million in general liability insurance where CDA and the State are named as additional insured;
    - c. Proof of workers' compensation insurance;
    - d. Proof of at least \$1 million in automobile liability insurance, if the intern will be driving a vehicle for work; and
    - e. Other requested documents required to set up a vendor number with the State.
  - iv. Attend the virtual onboarding session hosted by CDA on Wednesday, January 21, 2026 at 11:00 am MST. If the Grantee cannot attend the session live, CDA will set up an alternate process for the Grantee.
  - v. Require the candidate for the internship to complete a qualifying application with CDA. CDA will use the qualifying application to determine the candidate's eligibility. To be eligible, the intern must:
    - a. Be at least 18 years old;
    - b. Be a student, recent graduate, or beginning farmer or rancher;
    - c. Not be a current or past employee; and
    - d. Not be a relative of the business owner or operator.
  - vi. Hire an eligible intern. The Grantee must hire the intern as an employee, withhold taxes, and pay the employer FICA match. The Grantee may not hire

the intern as an independent contractor. The intern must not displace any current employees.

- vii. Provide the intern at least 130 hours of work experience within the grant period. The internship may not exceed one year in duration.
- viii. Pay the intern at least the State's prevailing minimum wage. A local minimum wage may apply.
- ix. Provide a supervisor for the intern.
- x. Provide workers' compensation insurance for the intern.
- xi. Provide training for the job duties assigned to the intern.
- xii. Provide the equipment and supplies necessary for the intern to perform the job duties.
- xiii. Maintain accurate timesheets and payroll records for the full length of the intern's employment.
- xiv. Complete (and instruct the intern to complete) a mid-survey.
- xv. Complete (and instruct the intern to complete) a final survey.
- xvi. Submit one, final invoice with all required supporting documentation.

**8. DELIVERABLES AND ACCEPTANCE:**

- A. Surveys shall be submitted electronically to CDA via AccessGov, or other agreed upon method. The Grantee must answer all required questions.
- B. Surveys submitted by the Grantee are subject to the Colorado Open Records Law, §§24-72-200.1 et. seq., C.R.S.
- C. The Grantee shall deliver a mid- and final survey to CDA on the following schedule:
  - i. [Business Mid-survey](#): Due 7/17/26
  - ii. [Business Final Survey](#): Due 11/13/26
- D. The Grantee shall instruct the intern to deliver a mid- and final survey to CDA on the following schedule:
  - i. [Intern Mid-survey](#): Due 7/17/26
  - ii. [Intern Final Survey](#): Due 11/13/26
- E. The Grantee must submit a final survey in order to be reimbursed for the internship.

**9. BUDGET:**

- A. This encumbrance contains state funds. The grant is reimbursement only.
- B. The funds shall be allocated as follows:

- i. Intern Gross Wages: \$3,750.00 or more
- ii. Other Direct Costs: No more than \$795.45
- iii. Indirect Costs: No more than \$454.55

Total Not to Exceed Amount: \$5,000.00

- C. The Grantee shall manage all budgets by line as they appear in this section. The Grantee is not authorized to move funds among budget lines.
- D. CDA shall reimburse the Grantee up to 50% of the allowable expenses of employing an intern not to exceed the Total Not to Exceed Amount. Allowable expenses include:
  - i. Gross wages paid to the intern;
  - ii. Other costs directly related to the internship, including but not limited to:
    - a. Employer payroll taxes;
    - b. Fringe benefits;
    - c. Workers' compensation insurance;
    - d. Safety trainings;
    - e. Supplies (e.g., books, protective gear, uniforms);
    - f. [Mileage reimbursement](#) (business miles, not commuting miles); and
    - g. Tuition reimbursement related to the intern receiving academic credit for the internship; and
  - iii. Indirect costs not to exceed 10% of the direct costs of the internship.
- E. At least 75% of the Grantee's reimbursement must be for gross wages paid to the intern.

## 10. INVOICING:

- A. To receive compensation under the encumbrance document, the Grantee shall submit an invoice. The invoice must be in a form provided by CDA or an approved alternate. The invoice must be submitted no later than **thirty (30)** calendar days after the end of the billing period for which services were rendered. Expenditures shall be in accordance with this Statement of Work and Budget.
- B. The State is exempt from federal excise taxes and from State and local sales and use taxes. The State shall not be liable for the payment of any excise, sales, or use taxes imposed on the Grantee. A tax exemption certificate will be made available upon the Grantee's request. **For-Profit entities are eligible to receive a reimbursement of taxes. Nonprofit entities are not allowed to seek reimbursement of taxes.**
- C. The Grantee shall submit the following documentation with the completed invoice,

if applicable:

- i. Timesheets;
  - ii. Pay stubs or cleared paychecks;
  - iii. Copies of receipts for direct costs;
  - iv. Proofs of payment (i.e., bank and credit card statements); and
  - v. Other documentation requested by the CDA Contact necessary to support the invoice.
- D. The Grantee shall send the invoice and applicable supporting documentation to the CDA Contact via AccessGov, or other agreed upon method.
  - E. CDA shall inspect the invoice to determine the Grantee's compliance with the program rules and requirements.
  - F. Final invoices must be received by the State no later than **thirty (30)** calendar days from the encumbrance expiration, termination, or end date.
  - G. The State shall not pay the Grantee any amount for performance under this Statement of Work in excess of the Document Total set forth on the supporting encumbrance document. The State shall pay the Grantee for all amounts due within 45 days after the State's receipt of goods or services and acceptance of a correct invoice of the amount due.
  - H. If the internship ends prior to its scheduled completion, the Grantee may still be partially reimbursed for the costs incurred.
  - I. If the Grantee cannot provide at least 130 hours of work to the intern during the internship period, the CDA Contact may elect not to reimburse the Grantee for the internship.

#### **11. ACCEPTANCE AND ADDITIONAL PROVISIONS:**

- A. Nothing in this Statement of Work shall be construed as a waiver of any provision of CRS §24-106-109. Any term included in this Statement of Work that requires the State to indemnify or hold the Grantee harmless; requires the State to agree to binding arbitration; limits the Grantee's liability for damages resulting from death, bodily injury, or damage to tangible property; or that conflicts with that statute in any way shall be void ab initio.
- B. Please review the [State of Colorado Small Dollar Grant Award Terms and Conditions](#) as they are requirements of this Grant to which you as the Grantee agree to by accepting the Grant Funds and encumbrance document.
- C. The Grantee is required by the State to obtain and maintain sufficient insurance at all times during the term of their SOW. Specific requirements are available in the [State of Colorado Small Dollar Grant Award Terms and Conditions](#).
- D. Please review the [Rules Pertaining to the Agricultural Workforce Development Program](#) as they are the guidelines for the Program in which you as the Grantee are participating.